

High Sick Leave Consumption Codes & Regulations



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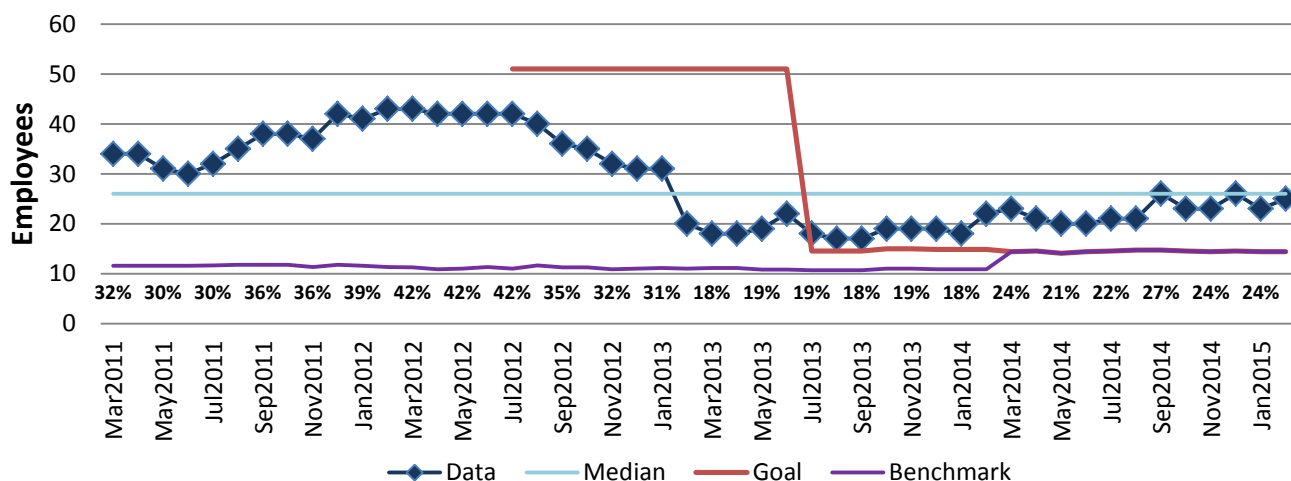
Process: Sick Leave Management

Baseline, Goal, & Benchmark	Source Summary	Continuous Improvement Summary
<p>Baseline: FY13 Monthly Average: 39 employees</p> <p>Goal: Reduce the number of employees with high sick leave consumption to no more than 15% of the total number of Codes and Regulations employees</p> <p>Benchmark: 15% of total employees</p>	<p>Data Source: PeopleSoft - Payable Time</p> <p>Goal Source: Department Leadership Team</p> <p>Benchmark Source: LMG Internal Study</p>	<p>Plan-Do-Check-Act Step 8: Monitor and diagnose</p> <p>Measurement Method: The number of employees in a department who have used 9 or more out of 12 sick days in a 12 month period</p> <p>Why Measure: Promote a culture where sick time is used appropriately</p> <p>Next Improvement Step:</p>

How Are We Doing?

Feb2014-Feb2015 12 Month Avg Goal	Feb2014-Feb2015 12 Month Average		Feb2015 Goal	Feb2015 Actual	
14	23		14	25	
Employees	Employees		Employees	Employees	

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The seven basic quality tools, "5 Whys" technique, brainstorming and other methods will be applied to the measure graphed above. The purpose of using the tools/methods is to understand what makes performance less than desirable if performance is not best in class.